Sanitized - Approved For Relative: CIA-RDP63-00314R000100360004-0

CAREER PREFERENCE OUTLINE

This Outline, when completed, is a documented description of the individual's career interests and proposed career activities together with the comments of his supervisor

and his Career Service. The origina nel Folder and will serve as a guide	l will be filed for future per	in the ϵ	employe tions	ee's Offici affecting	him. <u>Im-</u>
plementation of career preferences m					
- CONSULT ATTACHED INSTRUCTION) COMPLET	ING TH	IS OUTLINE	_
SECTION A.	GENERAL	- DIDFU	0 65	RVICE DESIGNAT	ION 4. GRADE
1. NAME OF EMPLOYEE (Last-First-Middle) 25X1A	9a 2. DATE 0	- 81 K IH	3. 56	RVICE DESIGNAL	TON 4. GRADE
5. POSITION TITLE	15 120	CUP ATTON AL	CODE	•	ASSI GNMENT
Servetory to Chief C Servetory	iteno GS	-0218.01		Office of	Chief.
SECTION B.	CAREER INTERESTS				
9. GENERAL TYPE OF ACTIVITY					
Secretarial.					
10. SPECIFIC TYPE OF ACTIVITY (Including assignment A. IMMEDIATE (Within next 1 to 2 years)	ents)				
Continue present secretarial as	signment.				
B. LONG-RANGE (Within next 3 to 5 years)					
Secretary at higher level.					
SECTION C.	TRAINING				
11. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRA					
A. IMMEDIATE (Within next 1 to 2 years)					
B-21, Effective Writing					
Course in office management					
Course in Seography					
B. LÒNG-RANGE (Within next 3 to 5 years)					
n a productive					
8-7, Basic Supervision.					
12. ADDITIONAL COMMENTS					
1					
I RECOGNIZE THAT THE IMPLEMENTATION OF MY	13. DATE COMPLETE	<u>25</u> X≤1	A9aRE	OF EMPLOYEE	
CAREER PREFERENCES MUST DEPEND UPON THE NEEDS OF THE ORGANIZATION. I UNDERSTAND	Market and the same and the sam	1/9			
THAT MY PERFORMANCE, CAPABILITIES AND	19 August 199	7			ja

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Career Outline

SECRET (When Filled In)

SECTION D. Sanitized - Approved For R	eleasev: @fA-RDP63-00314R000100360004-0
15. RELATIVE TO CAREER INTERESTS OF EMPLOYEE	
25X1A9a	ell related to her innate capabilities and
esterests. Secretarial work at a highe	r level at some time in the future is a
will-conceived goul to which experience	and training may be directed.
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	_
16. RELATIVE TO TRAINING FOR EMPLOYEE	
	·
The training indicated seems appropri	ete to the coals of the employee and should
be pursued so arrangements can be made.	
	·
	25X1A9a
17. TYPED OR PRINTED NAME OF SUPERVISOR 25X1A9a	
ri tle	
Chief, Geographic Research Area, CRR	
	CAREER SERVICE
21. COMMENTS	CAREER SERVICE
. · · · ·	
22. TYPED OR PRINTED NAME	23. SIGNATURE
24. TITLE	25- DATE
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LEA	VE BLANK
, LEA	VE BLANK

SECRET

Sanitized - Approved For Refease: CIA-RDP63-00314R000100360004-0

CAREER PREFERENCE OUTLINE				
This Outline, when completed, is a do interests and proposed career activit and his Career Service. The original nel Folder and will serve as a guide plementation of career preferences mu - CONSULT ATTACHED INSTRUCTION	ies together wi will be filed for future pers st depend upon	th the commer in the employ onnel actions the needs of	nts of his supervi yee's Official Per s affecting him. the Organization.	sor son- <u>Im-</u>
SECTION A.	GENERAL		THE COLLECTION	
1. NAME OF EMPLOYEE (Last-First-Middle) 25X1A9a	2. DATE OF	BIRTH 3. S	ERVICE DESIGNATION 4.	GRADE
5. COSITION TITLE	15. Dec	UPATIONAL CODE	8. OF ASSIGNME	OS-"
Secretary to Chief/C Secretory S	teno og.	031/1-01	Office of Chief	À
SECTION B.	AREER INTERESTS		Geo@v Indoessron)	CW 1013
9. GENERAL TYPE OF ACTIVITY				
Secretarial.				
10. SPECIFIC TYPE OF ACTIVITY (Including assignment A. IMMEDIATE (Within next 1 to 2 years)	ts)			
Continue present secretarial ass	ignment.			
B. LONG-RANGE (Within next 3 to 5 years)				
Secretary at higher level.				
SECTION C.	TRAINING			
11. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRAIN A. IMMEDIATE (Within next 1 to 2 years)	IING			
B-21, Effective Writing Course in Office management				
Course in geography				
B. LONG-RANGE (Within next 3 to 5 years)				
B-7, Basic Supervision.		,		
12. ADDITIONAL COMMENTS			•	
1				
<u> </u>				
RECOGNIZE THAT THE IMPLEMENTATION OF MY CAREER PREFERENCES MUST DEPEND UPON THE	13. DATE COMPLETED	<u> </u> 25X1₃A9a	E OF EMPLOYEE	
NEEDS OF THE ORGANIZATION. I UNDERSTAND	10 4			
THAT MY PERFORMANCE, CAPABILITIES AND INTERESTS WILL BE GIVEN DUE CONSIDERATION.	19 August 1957			

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Career Outline

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SECRET (When Filled In)

	elease: ©IA-RDP63-00314R000100360004-0
15. RELATIVE TO CAREER INTERESTS OF EMPLOYEE 25X1A9a	
career interests are ve	11 related to her innate capabilities and
interests. Secretarial work at a higher vell-conceived goal to which experience	and training may be directed.
AND - CANADA AND COMM. AND MESON STATEMENT OF MANAGEMENT OF	
	·
16. RELATIVE TO TRAINING FOR EMPLOYEE	
	te to the goals of the employee and should
be pursued as arrangements can be made.	
	05)/440
17. TYPED OR PRINTED NAME OF SUPERVISOR 25X1A9a	₁₈ 25X1A9a
25X1A9a	
. TITLE	20 .
	8.6. A consumb \$ 0.0000
Chief, Geographic Research Area, CRR SECTION E. FOR USE OF	19 August 1957 CAREER SERVICE
	CAREER SERVICE
21. COMMENTS 25X1A9a career interests	are compatible with her innate capabilities
	er level is a well-conceived goul to which
experience and training may be directed.	She is well qualified for an oversous
assignment.	
	25X1A9a
22. TYPED OR PRINTED NAME	
25X1A9a	
24. TITLE	25. DATE
	1
secretary, Career Service Board, ORR	'1 4 MAY 1959
	1 4 MAY 1950 E BLANK

SECRET